



DIRECTORATE OF HUMAN RESOURCES

Installation Adjutant General



Welcome to the Copeland
Soldier Service Center and your
Central Clearance Facility On
Line Out Processing Briefing

SENIORS ONLY
(SFC and Above)



DIRECTORATE OF HUMAN RESOURCES

Installation Adjutant General



- ❑ IAW FH Reg 612-3 all Soldiers are to complete a Central Clearance briefing no more than 14 working days prior to the start of:
 - Permissive TDY
 - PCS leave
 - Transition Leave
 - ETS date
- ❑ Two working days after the submission of the Data Work Sheet, Orders and Leave Form, clearing papers will be sent thru your AKO account. An instruction sheet will be included with notes pertaining to the process of clearing. If any issues are noted, you will be contacted thru your AKO email account or by telephone.



DIRECTORATE OF HUMAN RESOURCES

Installation Adjutant General



- ☐ Central clearance is located in the Copeland Soldier Service Center Bldg 18010, Room A309
- ☐ Hours of operation:
 - Monday – Wednesday 0730-1115 and 1230-1600
 - Thursday 0900-1115 and 1230-1600
 - Friday 0730-1115 and 1230-1530



DIRECTORATE OF HUMAN RESOURCES Installation Adjutant General



❑ Finance - Room 210 Bldg 18010

Hours of operation 0730-1600

❑ **Finance briefing:** (Must have Clearing Papers)

➤ **PCS:** Monday or Thursday 1330 Room B114

➤ **ETS or Chapter:** Monday or Thursday 0930 Room B114

➤ **Retirees:** Desk side briefing Room 210

➤ All soldiers **IN THE GRADE OF** E-9, O-5 and above and CW-4 and above can **walk-in** Room 210 for desk side briefing



DIRECTORATE OF HUMAN RESOURCES

Installation Adjutant General



- ❑ PCS overseas requirements
- HIV test: location Thomas Moore clinic, Monday through Thursday 1300-1500, Friday 1000-1200
- Anti- terrorism brief – S2
- Port call



DIRECTORATE OF HUMAN RESOURCES

Installation Adjutant General



- ❑ Mandatory clearing items
 - Central Issue Facility (turn-in 0900-1200)
M-F
 - Medical: Soldiers servicing TMC
 - Dental Clinic: Soldiers servicing dental clinic
 - DES: Bldg 23023
 - TRICARE: Bldg 18010, Room A313B
 - Post Deployment Health Reassessment (PDHRA) @ Iron Horse Gym Bldg 37017
- Briefings daily @ 0900, 1100, 1400, and



DIRECTORATE OF HUMAN RESOURCES

Installation Adjutant General



- Finance: must have orders and signed DA Form 31
- ACAP
- Reserve component
- Defense Travel System
- Child, Youth and School Services
- Personnel Information (Unit S-6/Commo Office)



DIRECTORATE OF HUMAN RESOURCES

Installation Adjutant General



- ☐ You must have the following documents to final out with the Central Clearance Facility.
- Installation clearing papers
- Unit clearing papers (DA Form 137-1 dated June 2010)
- Orders with all amendments
- DA Form 31 (leave form)
- ☐ Receive **Green** stamp from Central Clearance upon signing-out



DIRECTORATE OF HUMAN RESOURCES

Installation Adjutant General



Steps to Receive Installation Clearing Papers

- Access Data Worksheet and School Forms on the Forms Link. You must print these out.
- Scan and send the Data Worksheet, Leave Form and Orders/Memo not later than 1400 hours to email address on bottom of data work sheet. (See S-1 for assistance in scanning)
- Clearing Papers will be sent thru the AKO email account with an instruction sheet. If any issues are noted you will be informed thru your AKO email account or by